



[LLA]

PROCEDURE FOR CHANGE OF LOCATION OF LIQUOR/3.2 BEER LICENSES

This procedure is designed to assist you in complying with the State of Colorado and the City of Centennial licensing requirements. If you have any questions during the application period, call the License Clerk, 303-754-3371.

Please make an appointment with the License Clerk for submission of application documents. Applications received less than ten days prior to the next Liquor Licensing Authority meeting may not be included on that meeting's agenda. Check with the License Clerk for the meeting schedule.

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STATE DOCUMENTS ONLY MUST BE SUBMITTED IN DUPLICATE (ALL FORMS CAN BE
FOUND ON THE CITY'S WEB SITE)

1. Obtain forms and information/instruction packet from the License Clerk.
2. Fill out Report of Changes form DR8442. Return it to the License Clerk with the following documents and fees:
 - a) State Fee - \$150
(Check payable to Colorado Department of Revenue)
City Fee - \$750
(Check payable to the City of Centennial - NON REFUNDABLE)
 - b) Evidence of right to property - Proof of licensee's right to the premises must be presented. This may be a copy of lease or rental agreement, or if the premises are owned, a copy of the deed. If a lease is being assigned, the assignment of lease must be submitted. The lease must be in the same name as the applicant.
 - c) Zoning Use Permit – The License Clerk will request verification that the proposed site is zoned for the use desired.
 - d) Layout of Building - Submit architectural plans and specifications which have been approved by the City of Centennial Land Use Division. This is required for new construction and remodeling. In addition, a layout on 8 ½ X 11" paper must be submitted to the License Clerk showing liquor service areas, liquor storage areas, food preparation areas, entrances/exits, etc., showing only the entire area which is to be considered the licensed premises. Hotel/Restaurant licenses must include kitchen area. Include dimensions.

THE APPLICATION WILL BE CONSIDERED TO HAVE BEEN "RECEIVED" WHEN ALL
REQUIRED DOCUMENTS AND NECESSARY INVESTIGATIONS ARE PRESENTED
TO THE CITY CLERK FOR CONSIDERATION.

3. After submission of the application to the License Clerk, the complete application will be submitted to the City Clerk, who will:
 - a. Set a date and time for a public hearing before the Centennial Liquor Licensing Authority, to be held not less than 30 days from the date the application is "received".
 - b. Establish neighborhood boundaries.
4. During the period between the initial appearance and the public hearing, the License Clerk will:
 - a. Advertise the public hearing and receive proof of publication to be presented at the public hearing.
 - b. Provide a poster to the licensee announcing the public hearing.
 - c. Submit a copy of the application to the Land Use Division for review as to zoning compliance and proximity to schools and churches, and building code compliance.
 - d. Prepare a map of the neighborhood with similar type liquor outlets plotted.
 - e. Provide licensee with sample petition and names of survey companies, if requested. *Payment for petitioning is the responsibility of the licensee.*
 - f. Not less than five (5) days prior to the public hearing, the License Clerk will notify the applicant in writing of the status of the application. Other Parties in Interest who have submitted **written** inquiries or petitions will be listed on the notification and will also be notified. If the notification of the status of the application containing the list of Parties In Interest is mailed by the City Clerk prior to the deadline for such inquiries, the applicant and other interested parties may obtain a list of additional persons who submitted such inquiries by calling the City Clerk.
5. During the period between the initial appearance and the public hearing the licensee will:
 - a. Place a poster, provided by the City, announcing the date of public hearing, on the proposed premises so as to be conspicuous and plainly visible to the general public. A picture must be taken of the poster on the proposed premises and presented at the public hearing with a sworn affidavit stating the dates during which the premises were posted. The posting must be in place for at least 10 consecutive days prior to the public hearing. The Liquor Licensing Authority may request longer posting.
 - b. If a survey of the neighborhood is performed, the petitions must be returned to the City Clerk prior to the public hearing, or presented as evidence during the public hearing.
6. The purpose and order of the public hearing:

The hearing before the Liquor Licensing Authority is to determine the desires of the inhabitants and the reasonable needs of the neighborhood in which the licensee proposes to conduct business. Some of the suggested methods for showing need and desire are:

 - a. Petitions of the designated neighborhood

- b. Witnesses at the public hearing
- c. Consult an attorney

All persons testifying during the hearing will do so under oath.

Order of Hearing - The first appearance at the hearing will be the License Clerk, who will present as the first exhibit the following items previously submitted:

- a. Application for Change of Location with all supporting documents
- b. Investigation report
- c. A map and list of similar type outlets
- d. Evidence of right to premises

The licensee and/or his representative will then appear to establish the needs of the neighborhood and desires of the inhabitants for the outlet. All petitions, maps, and other exhibits will be submitted to the Liquor Licensing Authority during the appearance of the licensee. Any opponents to the application will be recognized. Opponents may present petitions and other appropriate evidence.

- 7. Action by the Liquor Licensing Authority will be taken within thirty (30) days after the hearing. The applicant will be notified in writing of the decision of the Liquor Licensing Authority.
- 8. The License Clerk will submit approved applications to the State of Colorado for their final consideration and decision.

Once the application is approved by the State of Colorado, the licensee must **promptly** change the location of the business.

The State of Colorado will issue the **permit** and send it to the City Clerk. The State Permit will be issued to the licensee by the City Clerk after the premise has been approved for occupancy by the Building Division. The permit must be displayed at the new location for the duration of the licensing period next to the existing license.

- 9. Prior to issuance of the State permit, the City Clerk, or her designee, in accordance with 12-47-312(4) of the Colorado Liquor Code.